



# WEB AUTHORING

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**Microsoft®  
FrontPage® 2000**

# PURPOSE



MSTP

- This introduction will provide an overview of Web **development** and **publishing** using the USMC Standard Web maintenance tool
- At the end of this class, you will be able to create, publish and maintain a web site
- This class assumes familiarity with the use of Microsoft Office and general computer networking concepts

# REFERENCES



MSTP

## USMC Publications/Regulations

- MCO 5720.26 Web Page Style Guide
- MCWP 3-40.2 Information Management Guide
- MCRP 6-23A Multi-service Procedures for JTF Information Management
- MSTP 6-4 Internets and Intranets in Support of MAGTF Operations

## Books

- ISBN 0-7897-1910-X Using FrontPage 2000 SE
- ISBN 0-672-31675-7 FrontPage 2000 Unleashed
- ISBN 0-7645-3313-4 The FrontPage 2000 Bible
- ISBN 0-07-211939-X FrontPage 2000 The Complete Reference

## Internet

- <http://www.microsoft.com/frontpage/>
- <http://officeupdate.microsoft.com/welcome/frontpage.asp>

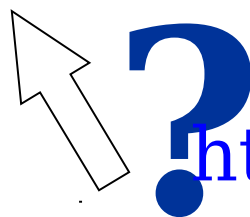


# GETTING ANSWERS

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<http://office.update.microsoft.com/welcome/FrontPage.asp>

**F1** **Shift+F1**  
**Help**



<http://www.mstp.quantico.usmc.mil>

# RESPONSIBILITIES



MSTP

- IM Plan is foundation for site content!
  - Unit SOP/Annex U/Annex K
- Webmaster – G6
  - Overall Responsibility of the Website
    - Security
    - Training
    - Theme and scheme (look & feel)
    - Common resources (search, links, etc)
- Web Editors - Functional Sections
  - Identify content
  - Maintain their section
- Information Management Officer
  - Link between the two
  - T/O Billet at MEFs/MARFORs (Additional duty below)

# GOOD WEB DESIGN



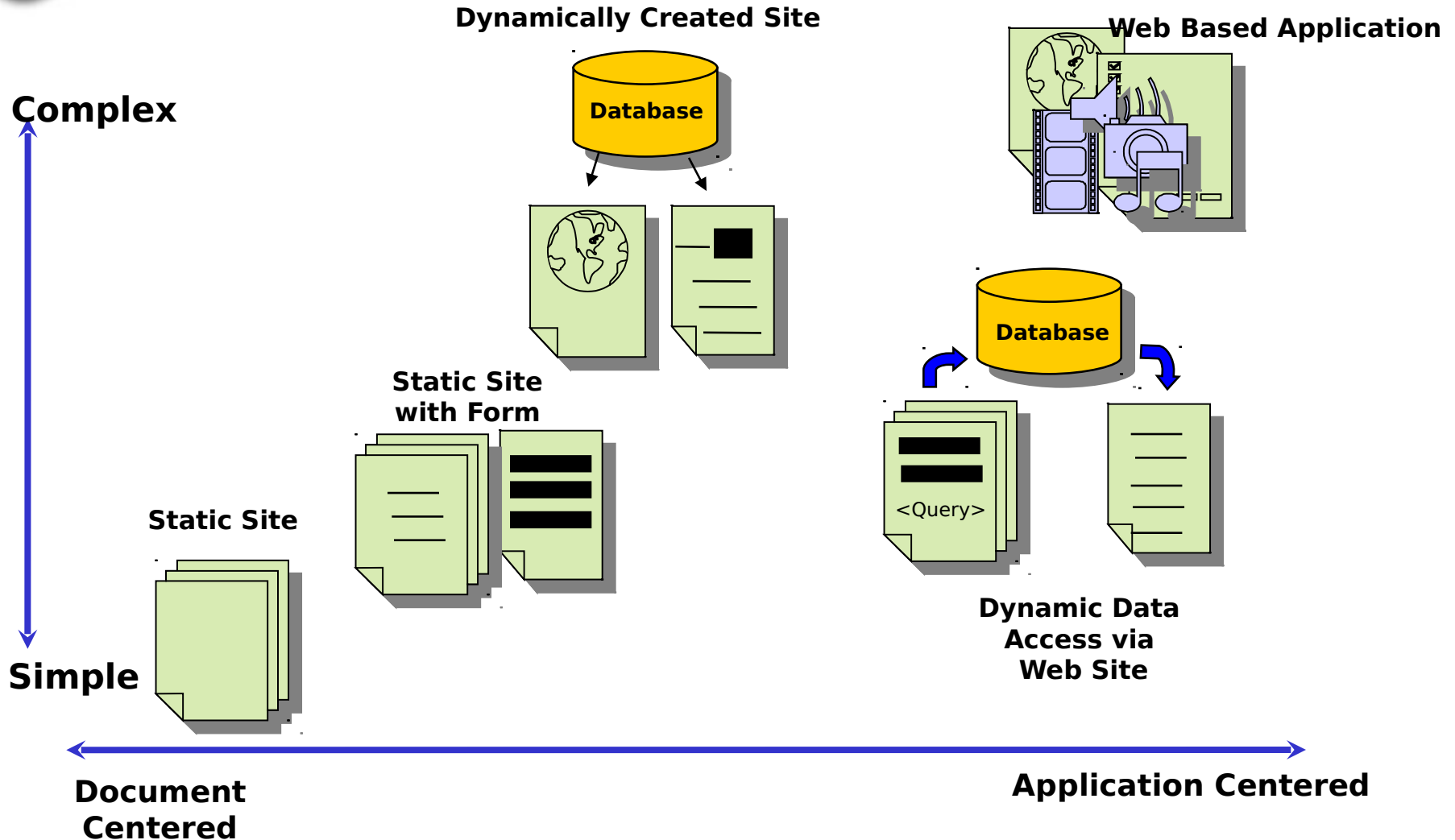
MSTP

1. Create clear visual hierarchy
2. Break pages up into clearly defined areas
3. Minimizes graphics
4. Make it obvious what's click able
5. Omit needless words
6. Keep the noise to a dull roar

# THE RANGE OF WEB SITES



MSTP



# “...BUT I DON'T HAVE A WEB SERVER”



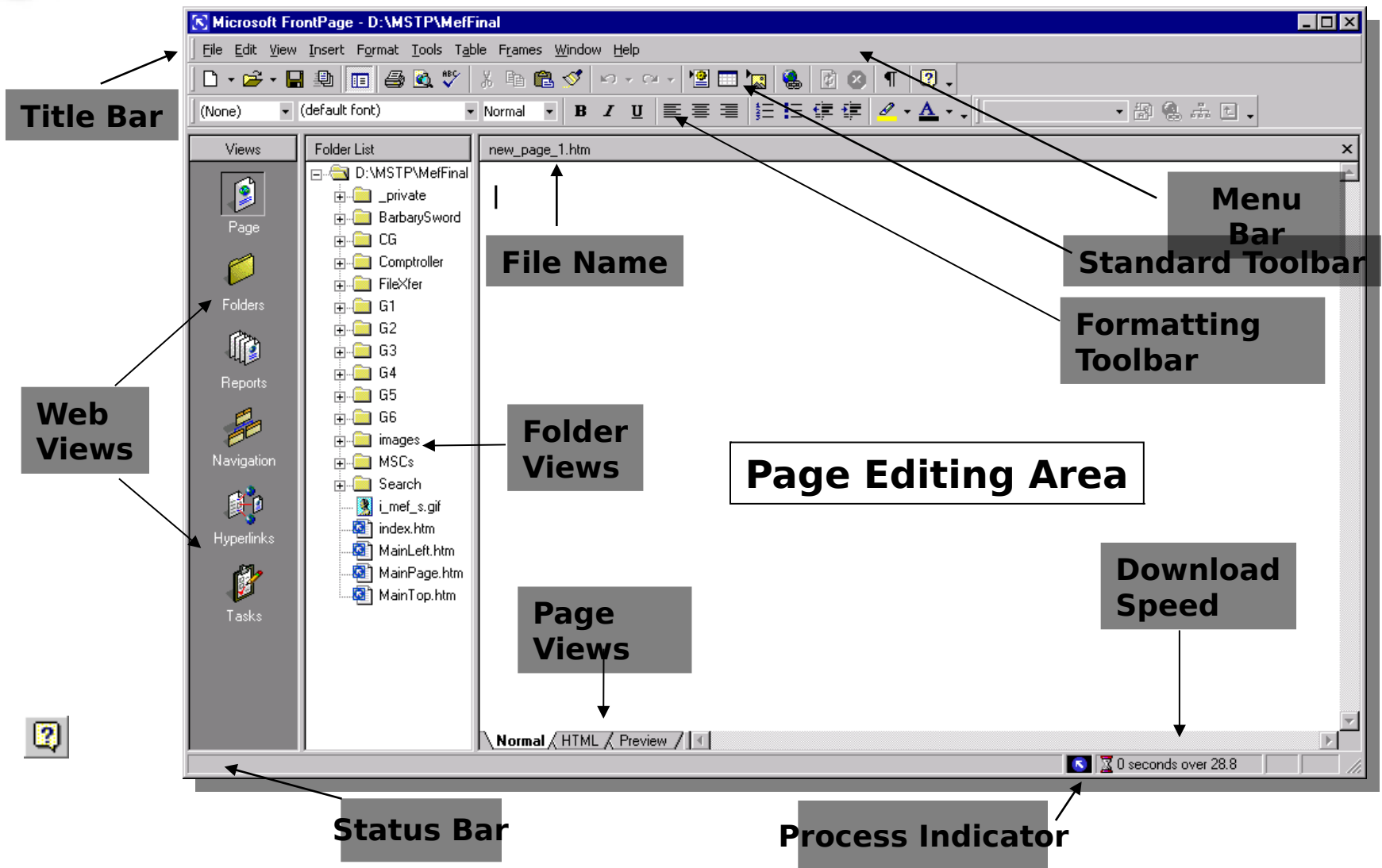
MSTP

- Windows
  - Personal Web Server
    - Windows 95
    - Windows 98
  - Peer Web Services
    - Windows NT Workstation
  - Internet Information Server
    - Windows NT Server
    - Windows 2000 Server, Professional
- Unix
  - Linux – Apache Server
  - Sun Sparcs
- All of the above can Use FrontPage Server Extensions



# FRONTPAGE® 2000 WORKSPACE

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# TERMINOLOGY



MSTP

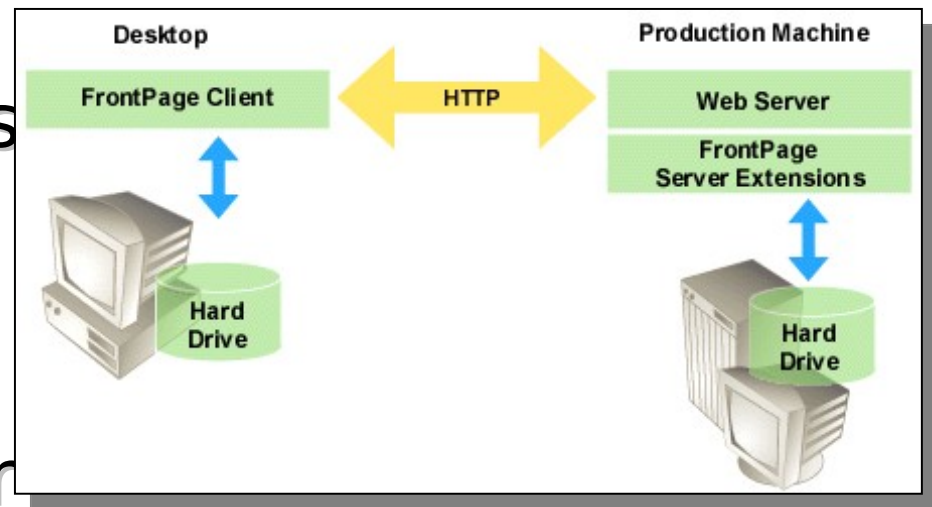
- **Web:** Microsoft Term
  - **Autonomous portion of website**
    - **Security, Schemes, Themes, etc**
  - **Essential for empowering users!**
- **FrontPage Extensions:** Server side programs which allow publishing and other services

# FEATURES OF FRONTPAGE® 2000



MSTP

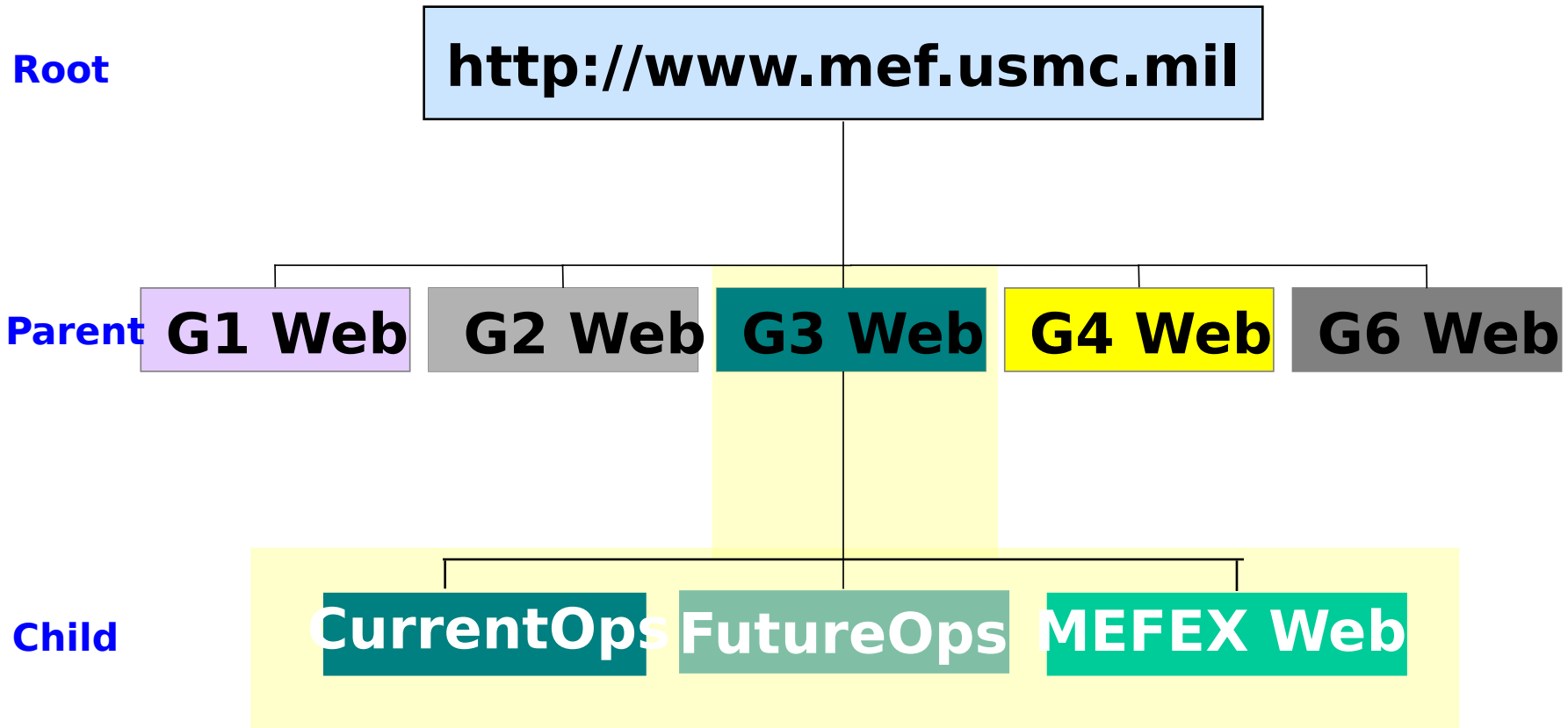
- Web Authoring & Publishing
- Features
  - WYSIWYG Editor for Creating Pages
  - Drag & drop
  - Automated features
    - Navigation
    - Themes
    - Shared borders
  - Publishing to server



# WEB ORGANIZATION



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# BUG!



MSTP

- FP2000 Extensions allow sub-webs
  - Unless you have privileges in “parent” web, FP2000 doesn’t allow you to open
- Work around
  - Create a webfolder
  - Then use webfolder to open

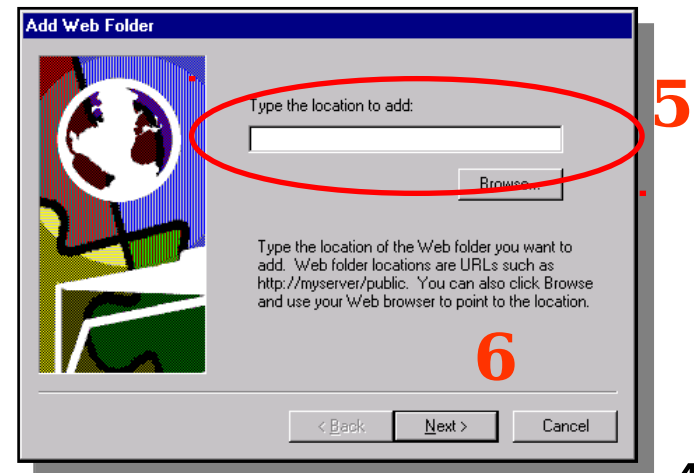
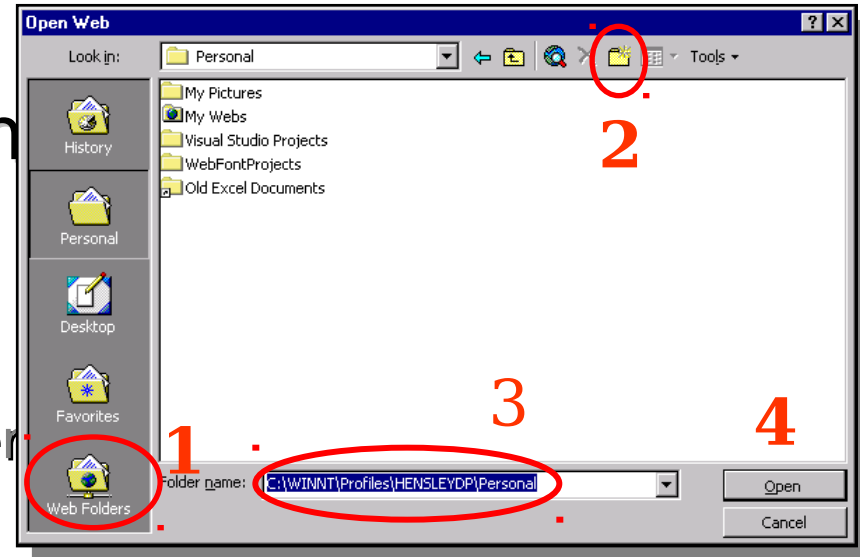


# WEB FOLDERS A QUICK LESSON



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1. Select Web Folders icon
2. Select New Folder icon
3. Enter URL  
<http://training.mef.usmc.mil/>[user]
4. Click Open
5. Enter Descriptive Name
6. Click Next



# LAB 1



MSTP



- Open your FrontPage Web
- [http://training.mef.usmc.mil/\[username\]](http://training.mef.usmc.mil/[username])



# FRONTPAGE PERMISSIONS

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- Part of FrontPage Server Extensions
- FrontPage Permissions
  - **Browse**
    - Open web and view
  - **Author**
    - Open, edit and save changes to web from within FrontPage
  - **Administer**
    - All of the above PLUS administer extensions via FrontPage!
- Usually Administered by Webmaster
  - May be delegated to each section's web editor



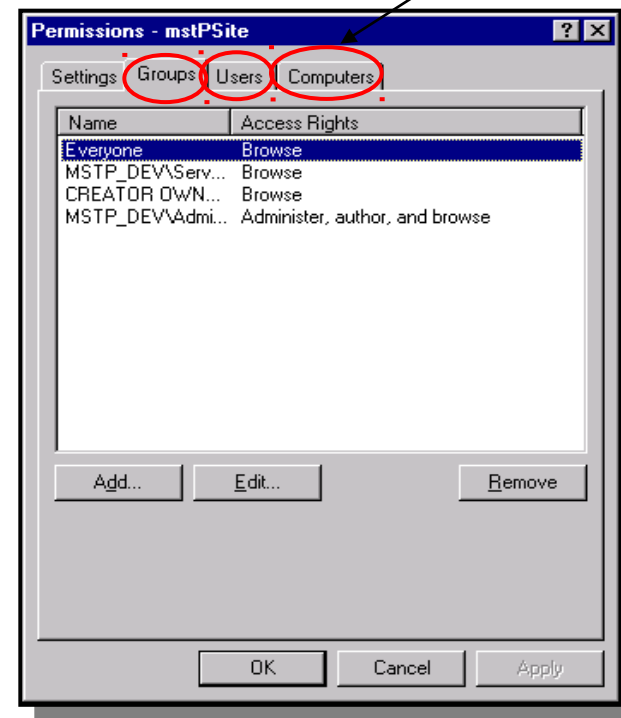
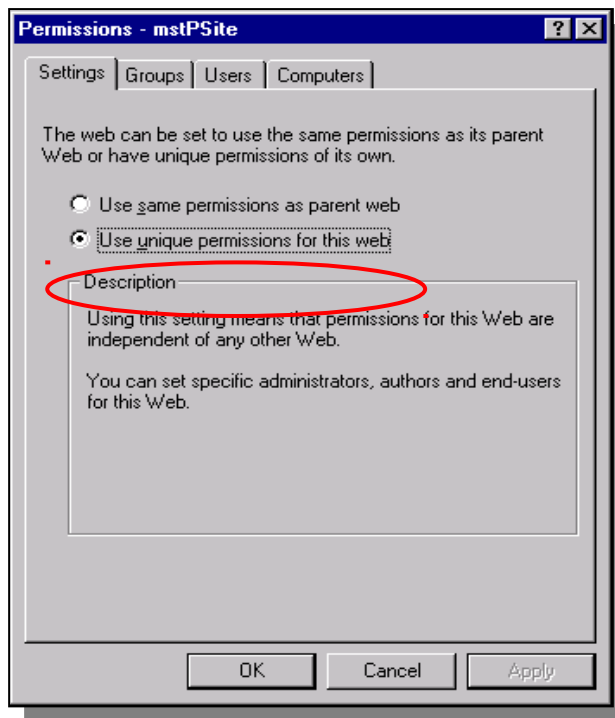


# CONFIGURING PERMISSIONS

MSTP

Tool | Security | Permissions  
– **Must be on-line**

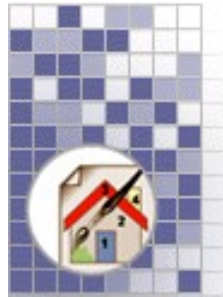
Specific to NT  
Server



# WEB AUTHORIZING



MSTP



**Design**



**Build**



**Publish**



# BUILDING A WEB PAGE

MSTP

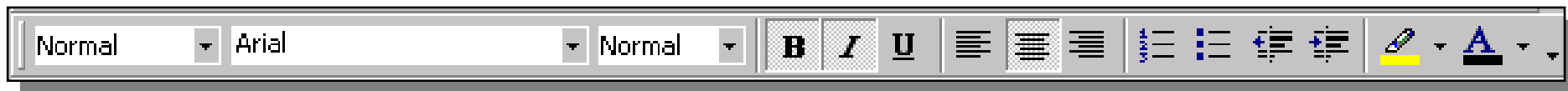
- Enter Text
- Insert a Graphic
- Insert Horizontal Rule
- Insert a Table
- Create a Hyperlink
- Structure Page Elements
- Save the Page

# INSERTING TEXT



MSTP

- Type Text
- Insert | File



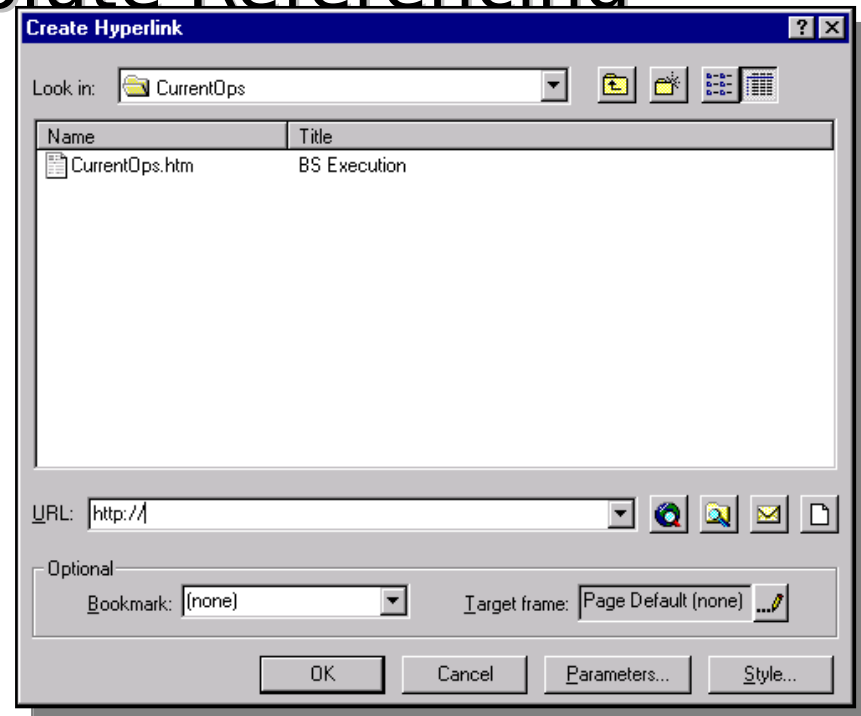
- Use Formatting Bar
  - Colors
  - Font
  - Size
  - Alignment

# CREATING HYPERLINKS



MSTP

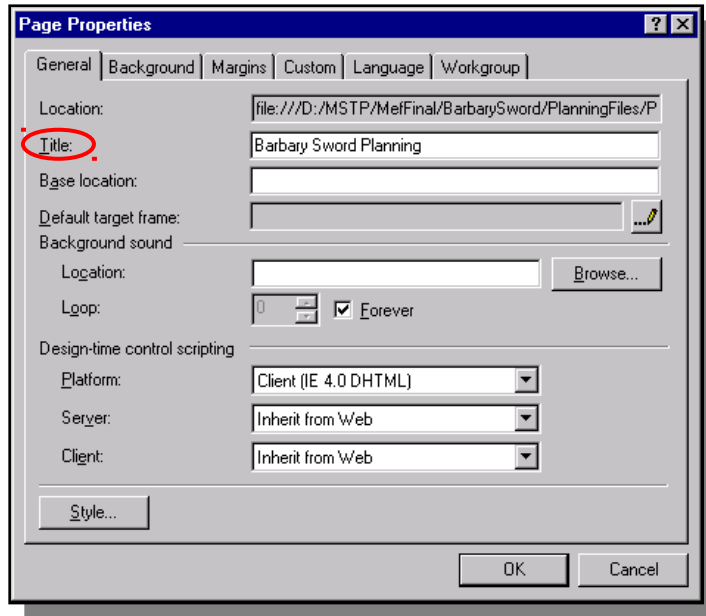
- Insert | Hyperlink
- Relative vs. absolute Referencing
- Bookmarks
- Target Frame
- mailto: tag



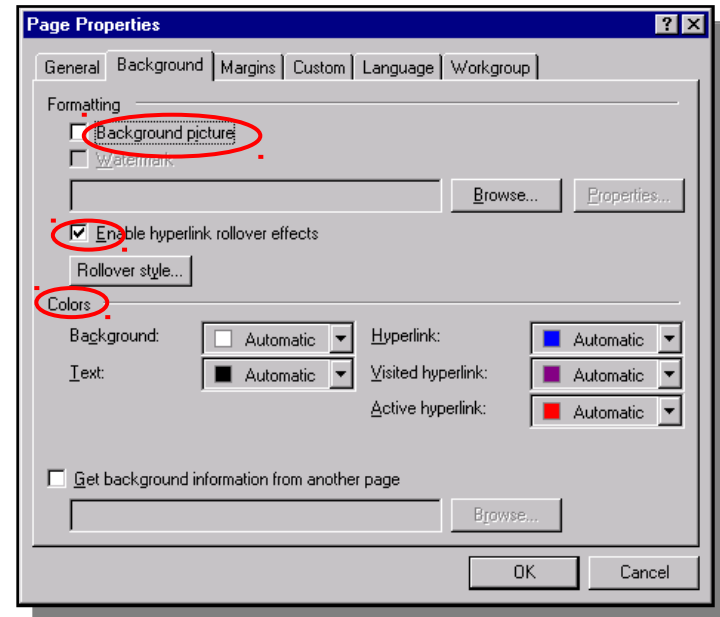
# PAGE PROPERTIES



MSTP



- Right Mouse Click
  - Page Properties
- Several items



# PAGE VIEW OPTIONS

MSTP

## Three different ways to look at the current page

### Normal

BarbarySword/PlanningFiles/Planning.htm

OPT Log

RFIs  
Internal  
External

Mission Analysis	
Inputs	Products
<a href="#">BattleSpace Evaluation</a>	<a href="#">Mission Analysis Brief</a>
Initial Guidance	

COA Development	
Inputs	Products
<a href="#">Mission Statement</a>	C2PC Overlays
	<a href="#">COA 1 Stage A</a>
	<a href="#">COA 1 Stage B</a>
	<a href="#">COA 2 Stage A</a>
	<a href="#">COA 2 Stage B</a>
	<a href="#">COA 3 Stage A</a>
	<a href="#">COA 3 Stage B</a>
<a href="#">Commander's Intent</a>	
<a href="#">Planning Guidance</a>	

COA Wargaming		
Inputs	Products	Outputs
COAs for Wargaming	C2PC Overlays for COAs	COAs Graphic & Narrative
<a href="#">COA 1 Narrative</a>		
<a href="#">COA 2 Narrative</a>		

Normal HTML Preview

```
BarbarySword/PlanningFiles/Planning.htm
<meta name="GENERATOR" content="Microsoft FrontPage 4.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<title>BS Planning</title>
<style fprolloverstyle>A:Hover {color: #FF0000; font-weight: bold}
</style>
<meta name="Microsoft Theme" content="none, default">
<meta name="Microsoft Border" content="none, default">
</head>

<body topmargin="0" leftmargin="0">
<div align="center">
<center><table border="0" width="550">
<tr>
<td valign="top" width="690"></td>
</tr>
<tr>
<td valign="top" width="690" bordercolor="#000000" bgcolor="#CCCCCC" align="center">
<tr>
<td>
<div align="center">
<center>
<table border="1" width="30%">
<tr>
<td width="100%" align="center"><a href="Log/OptLog.htm"><font size="
Log</font></a></td>
</tr>
<tr>
<td width="100%" align="center"><b>RFIs</b><br>
<font size="2"><a href="..rfiInternal.htm">Internal</a><br>
<a href="http://192.168.25.35/exchange/root.asp?acs=anon" target="
</tr>
</table>
</center>
</div>
</td>
</tr>
</table>
</div>
</div>
```

### Preview

BarbarySword/PlanningFiles/Planning.htm

OPT Log

RFIs  
Internal  
External

Analysis	
Inputs	Outputs
<a href="#">Mission Analysis Brief</a>	<a href="#">Mission Statement</a>
	<a href="#">Commander's Intent</a>
	<a href="#">Planning Guidance</a>

COA Development	
Inputs	Outputs
C2PC Overlays	COAs for Wargaming
<a href="#">COA 1 Stage A</a>	<a href="#">COA 1 Narrative</a>
<a href="#">COA 1 Stage B</a>	<a href="#">COA 2 Narrative</a>
<a href="#">COA 2 Stage A</a>	<a href="#">COA 3 Narrative</a>
<a href="#">COA 2 Stage B</a>	
<a href="#">COA 3 Stage A</a>	<a href="#">Wargaming Guidance</a>
<a href="#">COA 3 Stage B</a>	<a href="#">Evaluation Criteria</a>

COA Wargaming		
Inputs	Products	Outputs
COAs for Wargaming	C2PC Overlays for COAs	COAs Graphic & Narrative
<a href="#">COA 1 Narrative</a>		
<a href="#">COA 2 Narrative</a>		

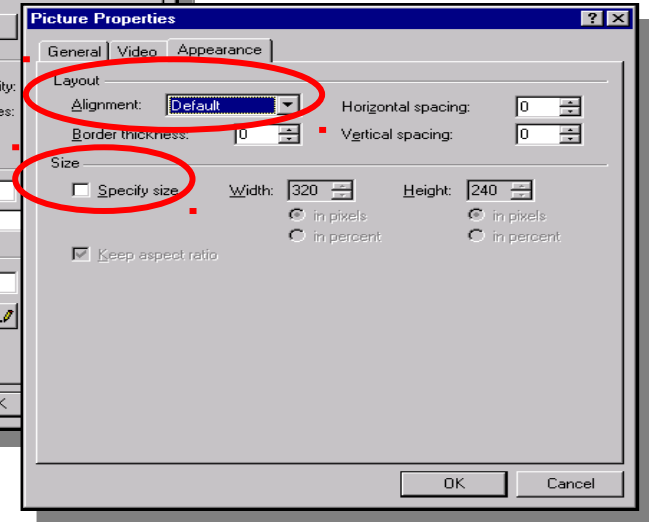
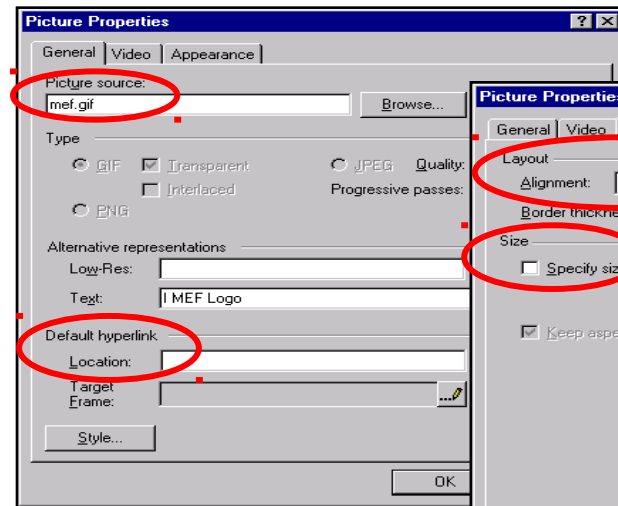
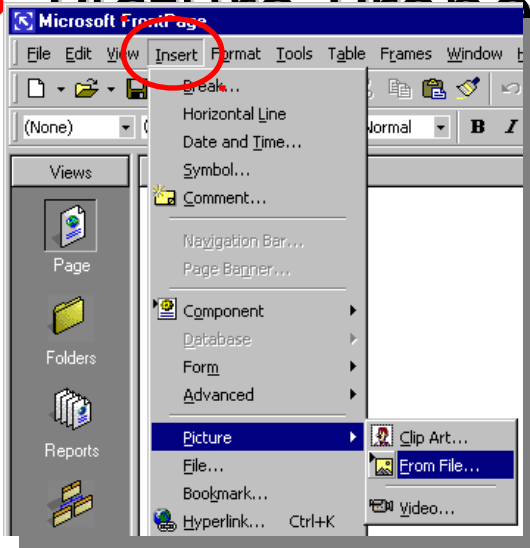
Normal HTML Preview

# INSERTING GRAPHIC

MSTP

- Insert | Picture | From File

- Picture Properties





# LAB 2



MSTP



## Create and save a page

- Must have:
  - Text, graphics and hyperlink
- Link index.htm to this page
- Add a mailto: link
- Add bookmark to return to top of page



# WORKING WITH TABLES

MSTP

- Type & format text in cells
- Inserting graphics in cells
- Merging cells
- Borders, colors, and shading
- Distribute evenly
- Select
- Deleting



# WORKING WITH TABLES

MSTP

- Cell Properties

**Table Properties** [?] [X]

Layout

Alignment: **Left** ☒ Specify width: 90 ☐ In pixels ☒ In percent

Float: **Default**

Cell padding: 1 ☐ Specify height: 0 ☒ In pixels ☐ In percent

Cell spacing: 2

Borders

Size: 0 Light border: **Automatic**

Color: **Automatic** Dark border: **Automatic**

Background

Color: **Automatic**

☐ Use background picture

**Cell Properties** [?] [X]

Layout

Horizontal alignment: **Left** ☒ Specify width: 50 ☐ In pixels ☒ In percent

Vertical alignment: **Top** ☐ Specify height: 0 ☒ In pixels ☐ In percent

Rows spanned: 1

Columns spanned: 1

☐ Header cell

☐ No wrap

Borders

Color: **Automatic** Light border: **Automatic**

Dark border: **Automatic**

Background

Color: **Automatic**

☐ Use background picture

# LAB 3



MSTP



- Create a Table
  - Merged Cells
  - Text in Cells
  - Formatted Cells
  - Graphic in Cell
- Save as tablepage.htm
- Add link from index.htm to this page

# ACHIEVING COMMON LOOK & FEEL



MSTP

- Appropriate use of:
  - Shared borders
  - Navigation
  - Frames
  - Centralized planning!

UNCLASSIFIED MAGTF Staff Training Program Wed Mar 8 09:15

**MSTP**  
[Home](#)  
[Digital Dash](#)  
[Personnel](#)  
[Cmd Brief](#)  
[Classes](#)

**Sections**  
[Command](#)  
[Operations](#)  
[BSTF](#)

**Pubs**  
[MCWPs](#)  
[User Guides](#)  
[Template](#)

**Misc**  
[Exchange](#)  
[Elastic](#)  
[Links](#)  
[Search](#)

**MAGTF Staff Training Program**  
"Training The First To Fight"  
Address  
Commanding General  
MCCDC C-54  
3300 Russell Rd.  
Quantico, VA 22134  
Phone Number  
Comm: (703) 784-2818  
DSN: 278-2818  
**Digital Dashboard**  
(Internal MSTP Use Only)

**Mission**  
To provide training in MAGTF, Joint and Combined warfighting skills to Marine Corps forces with a particular emphasis on senior commanders and their staffs  
-- MCO 1500.53

**Objectives**

- ◆ Improved the warfighting skills of senior commanders and their staffs
- ◆ Develop a common understanding of MEF doctrine
- ◆ Enhance the capabilities to employ a MEF in a joint environment
- ◆ Promote MEF/MSJ team building

**Personnel**  
Director: [Col S. W. Rawson](#)  
Deputy Director: [LtCol M. P. Madetto](#)  
Ops Officer: [LtCol J.C. Berry](#)  
[Personnel Directory](#)  
[Command Brief](#)

UNCLASSIFIED MAGTF Staff Training Program Wed Mar 8 09:17

This is the MSTP Main Page

[BSTF Brief](#)

**BSTF Tasks**

- ◆ Develop information management and C2 support system tactics, techniques and procedures to assist senior commanders and their staffs in planning and executing military operations
- ◆ Provide information technology to support the MAGTF Staff Training Program and fully develop the capabilities of the BSTF
- ◆ Provide Information Management instruction in support of Marine Expeditionary Forces and the [Marine Corps University](#)
- ◆ Provide modeling and simulation resources and expertise in support of Marine Expeditionary Forces and [Marine Corps University](#)

# SETTING THE NAVIGATION OF SITE



MSTP

Microsoft FrontPage - D:\MSTP\MefFinal

File Edit View Insert Format Tools Table Frames Window Help

Views

Page

Folders

Reports

Navigation

Hyperlinks

Tasks

Folder List

D:\MSTP\MefFinal

- \_private
- BarbarySword
- CommandJourn...
- CurrentOps
- PlanningFiles
- BarbarySword.ht...
- barbarySwordCe...
- rflInternal.htm
- CG
- Comptroller
- FileXfer
- G1
- G2
- G3
- G4
- G5
- G6
- images
- MSCs
- Search
  - i\_mef\_s.gif
  - index.htm
  - MainLeft.htm
  - MainPage.htm
  - MainTop.htm
  - TestPage.htm

MEF Main Pa...

Search Training Demo Page Operations

These names will be names of page. Appear in the link names. Best to Short as possible. Click to change

Simply Drag File & drop in appropriate place

# NAVIGATION BAR PROPERTIES



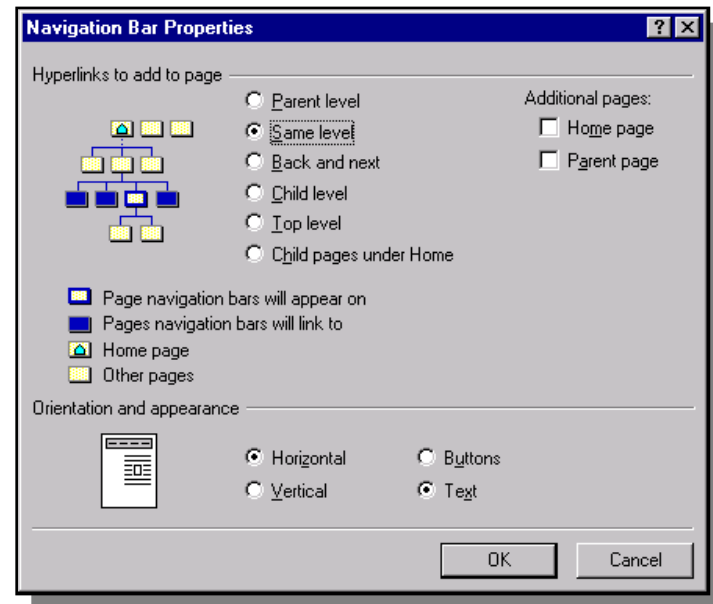
MSTP

## Steps

- Insert Navigation Bar
- Setup Navigation Structure
- Set Properties

## Once created

- Add
- Delete
- Move files



**Greatly enhances link maintenance**

- Dynamically updates





# SHARED BORDERS

MSTP

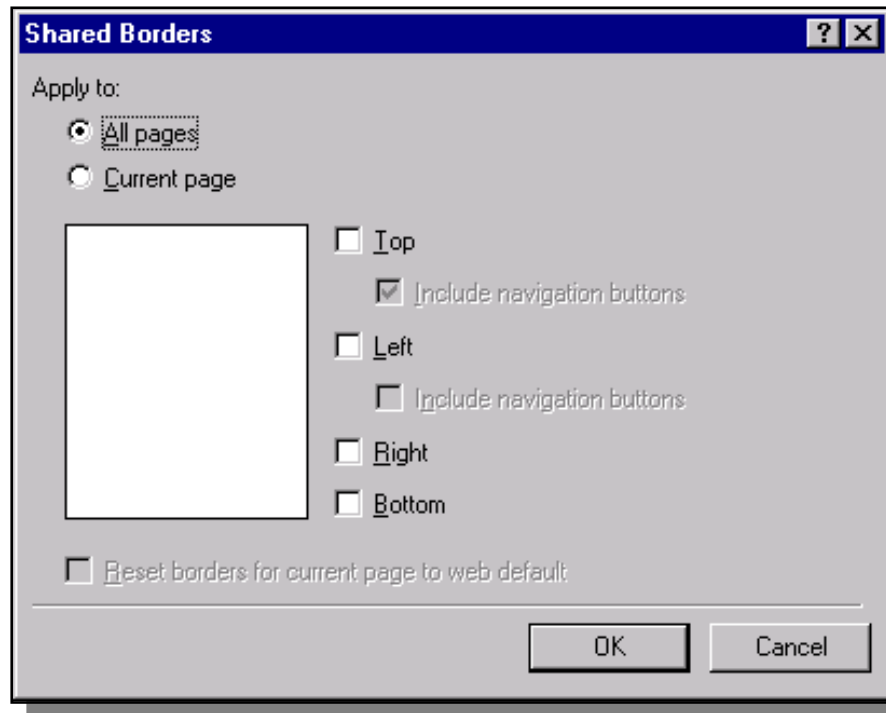
- Microsoft® FrontPage® Creation
  - FrontPage Server Extensions required
- Allows common elements to be defined for top, sides and/or bottom of page
  - Elements may be:
    - Text
    - Banners
    - Navigation bars
    - ANYTHING you want repeated!
- Minimal content in shared borders

# CREATING SHARED BORDERS



MSTP

## Format | Shared Borders



# ELEMENTS OF SHARED BORDERS



MSTP

**Banner In Header**

**Navigation Buttons**

**Page Content**

**Text in Bottom**

TestPage.htm

Demo Page

Home

Search

Training

Demo Page

Operations

This is a demo page showing Shared Borders

Using Industrial Theme

Here is a Table

Name	Phone
Adams	555-1212
Smith	555-2034

This site is maintained with USMC Standard Software  
Questions? Contact the [Webmaster](#)  
Page Last Updated on 03/11/00 21:33

Normal HTML Preview

# FRAMES



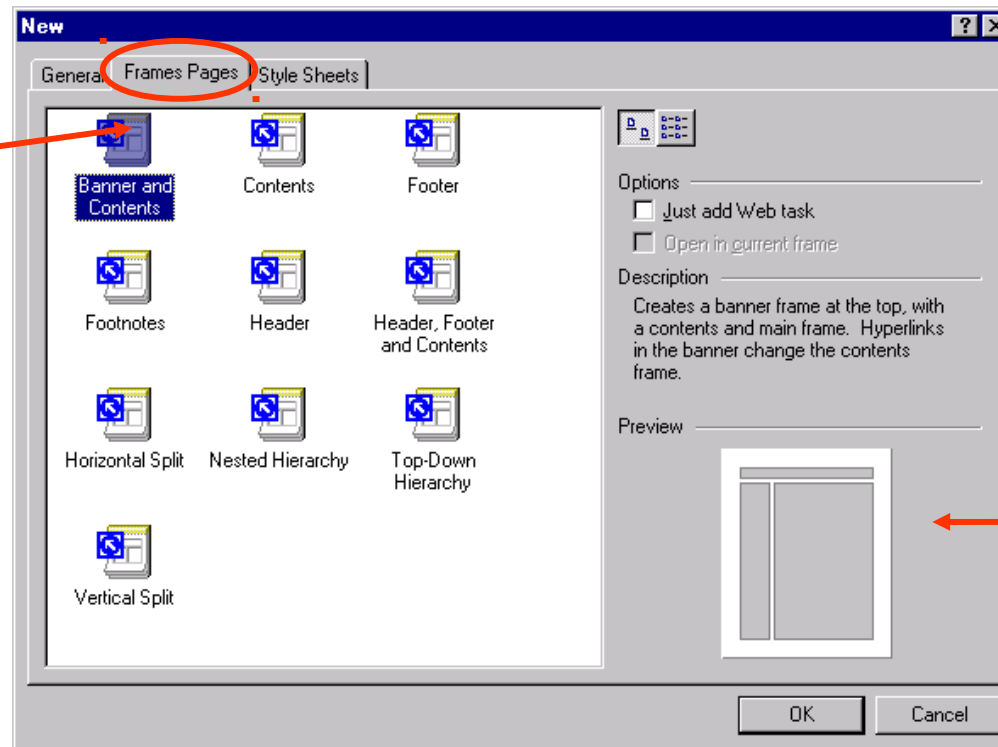
MSTP

- Frames divide a browser window
  - Independent pages displayed
- Provides consistent look & feel
  - When don't have control over sub-pages
- Can be any combination



# CREATING FRAMES

File | New Page

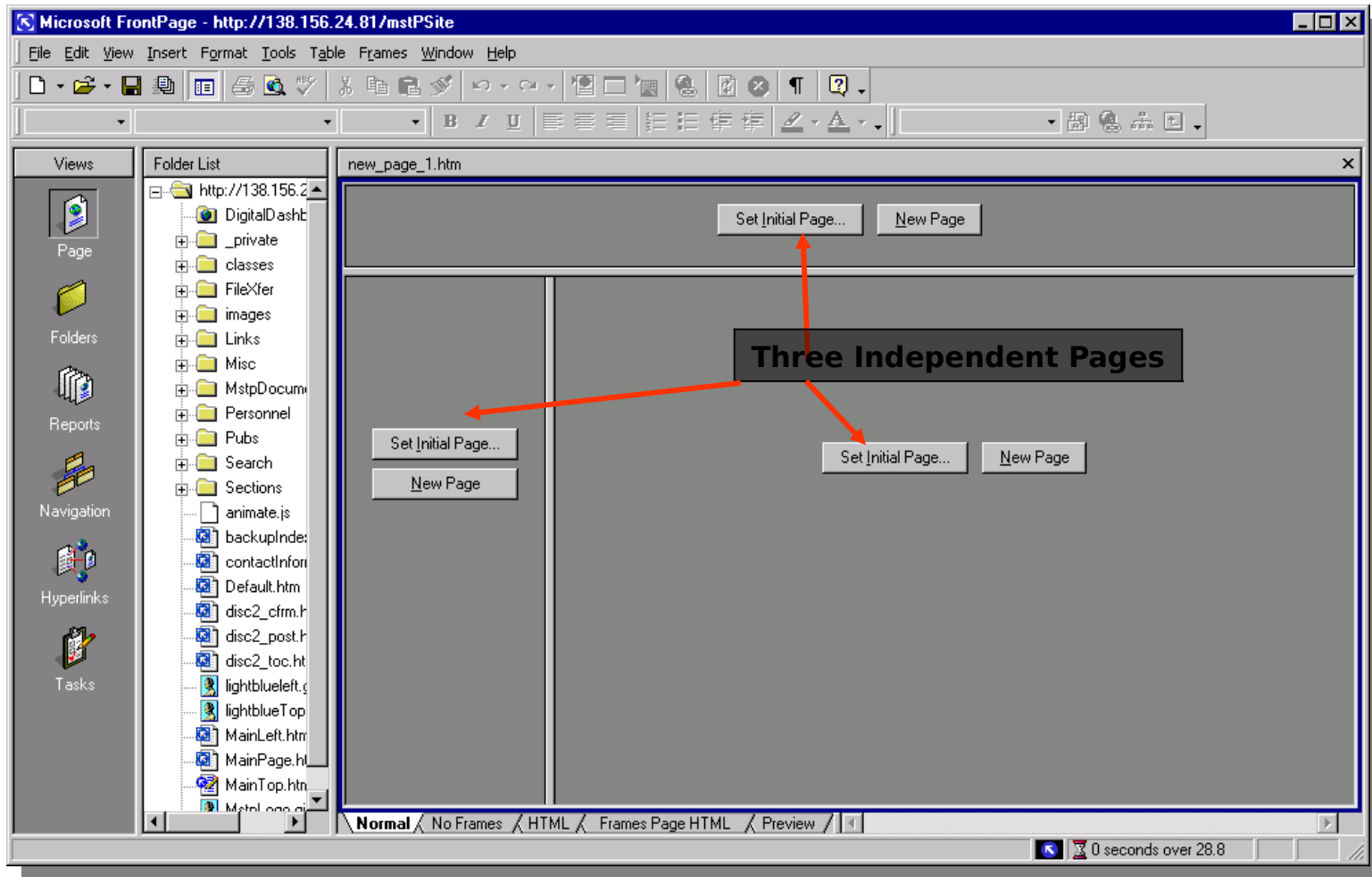


Select Layout

Previews Layout

# WORKING WITH FRAMES

MSTP

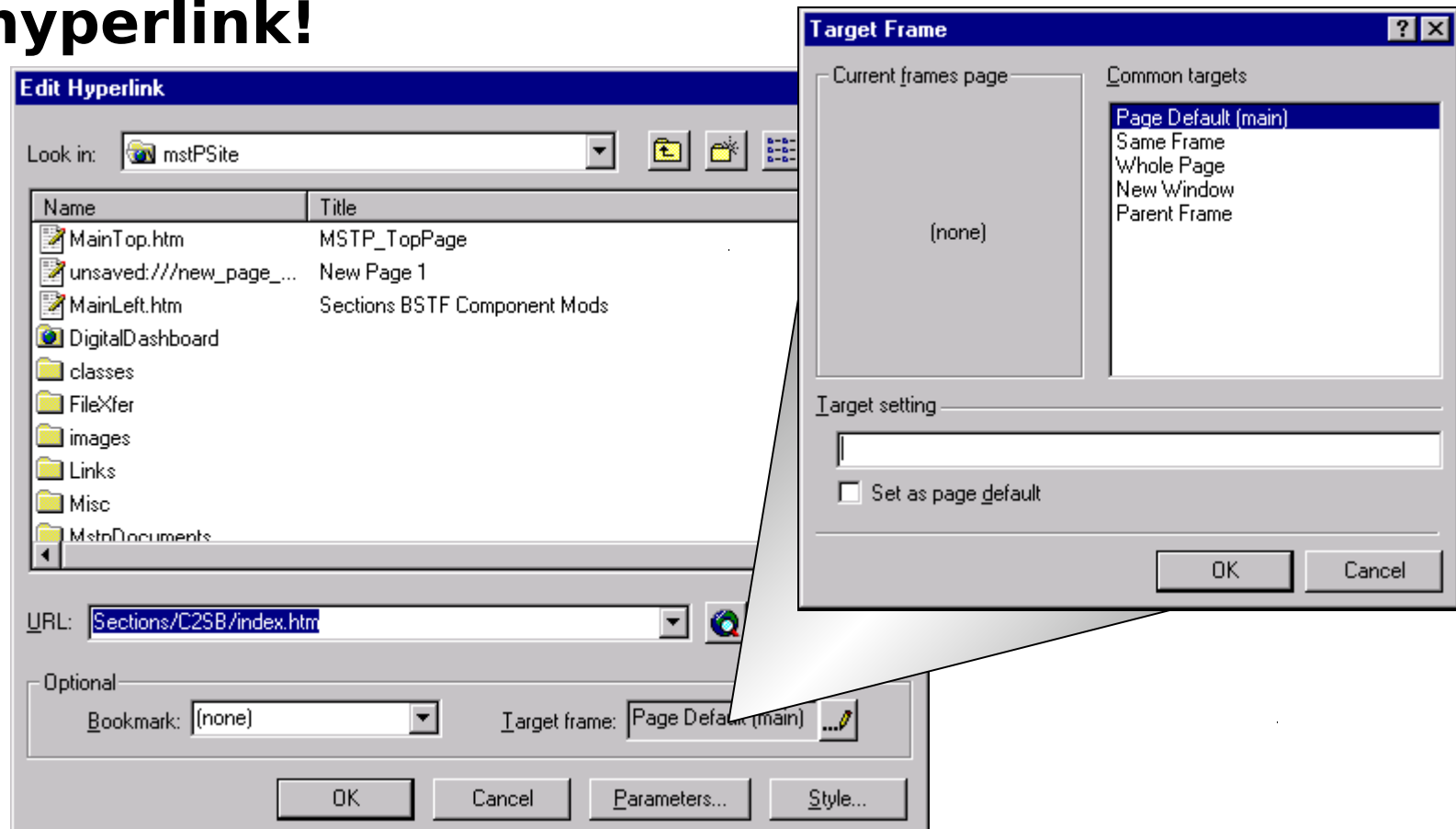


# WORKING WITH FRAMES



MSTP

**Must set the target window for each hyperlink!**



# LAB 4



MSTP

An illustration of various office supplies including a calculator, a notepad, a pen, a small potted plant, and some papers, arranged in a cluster.

## Practical Exercise

- Set up the navigation within your site
- Use shared borders / frames to create:
  - Consistent banner on top
  - Navigation on side
  - Footer on bottom

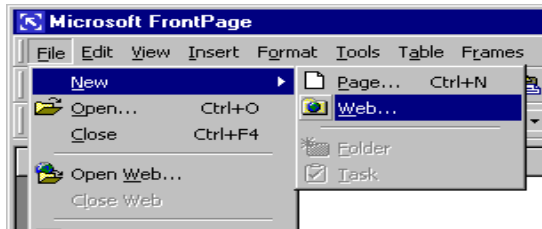




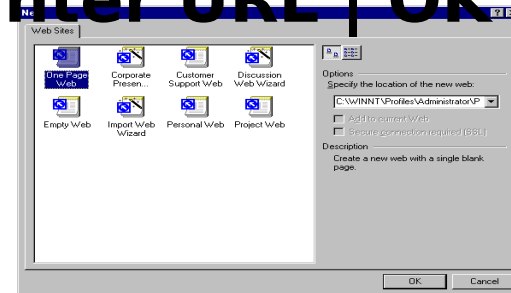
# CREATE A WEB SITE

MSTP

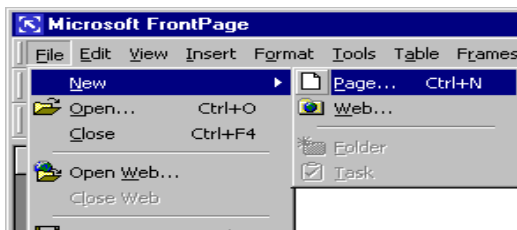
**Select File | New |  
Web**



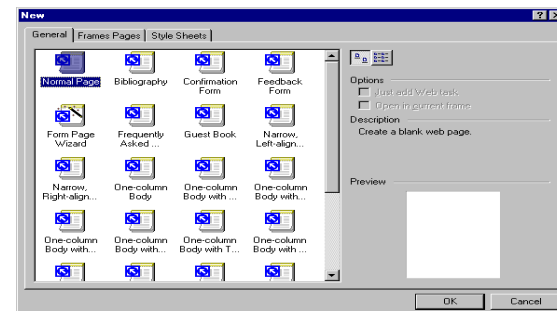
**Select Web Type  
|  
Enter URL | OK**



**Then Select File |  
New | Page**



**Select Page Type | OK**

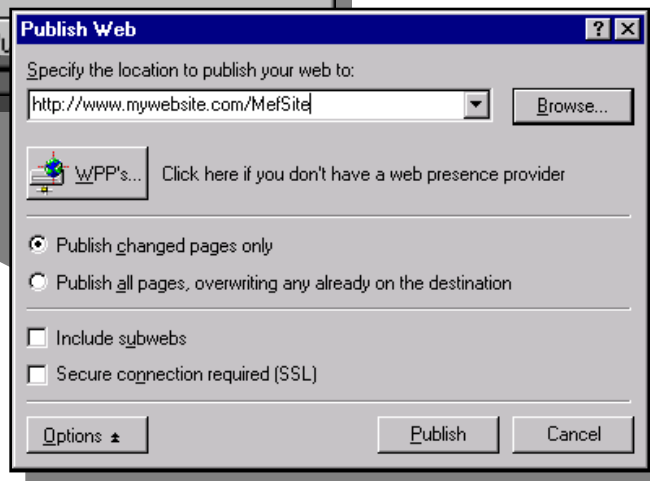
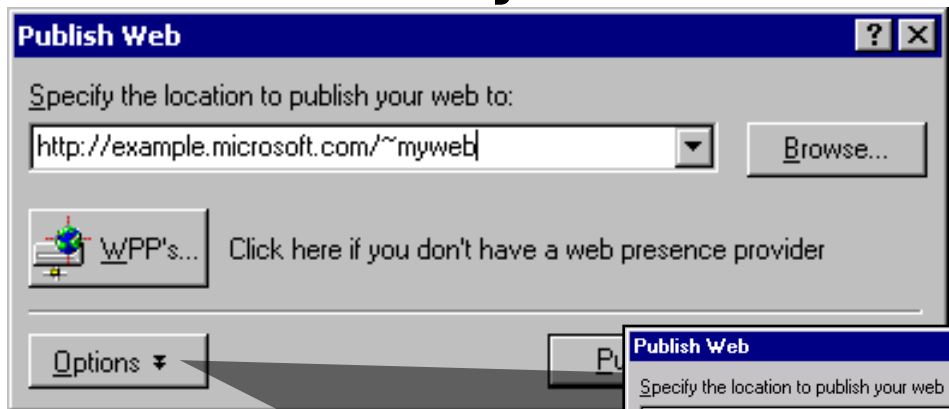




# PUBLISHING WEB

MSTP

- **Publishing a Web**
  - **File | Publish Web**
  - **Not necessary if on-**

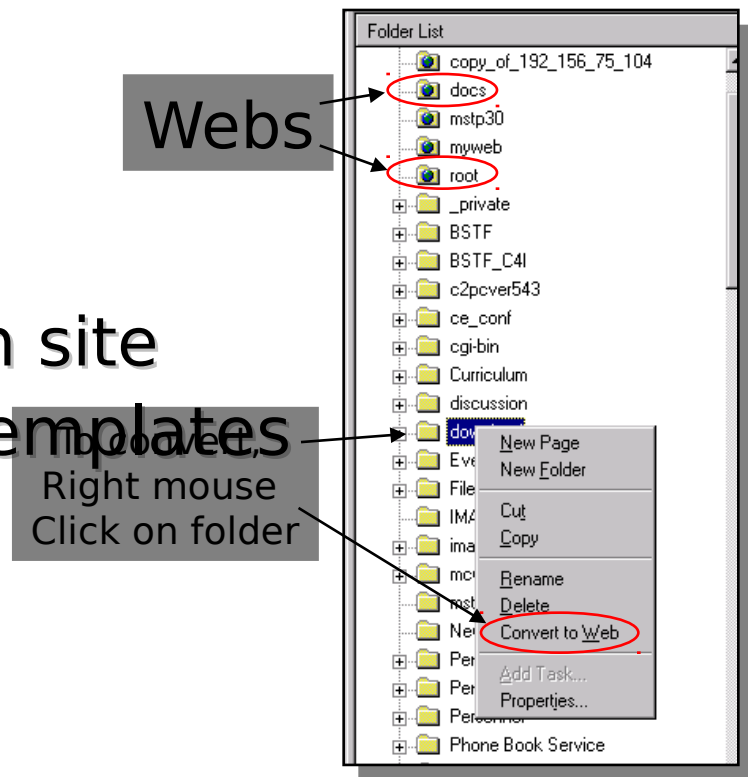


# CREATING A SUBWEB



MSTP

- FrontPage Extensions support sub-webs
  - Autonomous
    - Security
    - Attributes
  - Sections update own site
  - Webmaster create templates
- Security
- Services
- IIS & Service Pack 5



# SUMMARY



MSTP

## What we covered...

Overview of web **development** and **publishing** using the USMC Standard web tool

- Responsibilities
- Good web design
- Features of FrontPage 2000
- Authoring web pages
- Publishing web pages
- Organization of web sites
- Maintain a web site
- Administration of web sites



# QUESTIONS

MSTP

# QUESTIONS?

# UPDATES AND INFORMATION



MSTP

Visit:

- <http://www.mstp.quantico.usmc.mil/>
- Link to classes/collaborative solutions
- Download tools used to create collaborative solutions utilizing USMC standard software
- Share ideas
- Ask questions

# CONTACT INFORMATION



MSTP

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Comm (703) 784-4315

DSN 278-4315